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Minutes – Approved  
Public Records Board  
February 25, 2013; 1:30pm – 4:00pm  
Legislative Audit Conference Room  
22 East Mifflin Street, 4<sup>th</sup> Floor

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Board Members Present: Matt Blessing, Bryan Naab, Sandra Broady-Rudd, Melissa Schmidt, Mary Burke, Carl Buesing, Peter Sorce, and Scott Kowalski

- 1) **Call To Order:** The meeting was called to order at 1:30 PM.
- 2) **Minutes from November 12, 2012:** The minutes were approved as amended. Peter Sorce/Sandra Broady-Rudd.
- 3) **Comments from Chair:** Matt Blessing noted that Harold Coltharp retired since the last meeting leaving the Executive Secretary position vacant. Matt introduced John Marx, Bureau Director with DOA, and asked him for an update. John told us that they had received permission to fill the vacancy and hoped to do so quickly. First interviews are scheduled for next week and the hope is to fill the position by the end of March, beginning of April. Kathryn Egeland, Larry Stanczyk, and John are available to assist anyone as usual. John also mentioned that the Program and Policy Analyst position, another PRB support position, will soon be filled.

Matt discussed a meeting he had with Wisconsin County Mutual Insurance. They underwrite the insurance for most Wisconsin counties. Wisconsin County Mutual publishes a monthly newsletter which they would be happy to let us advertise in. He said the insurance agency staff has noticed a significant turnover recently with many of the county staff they work with. Matt noted this turnover is a common trend in all state agencies which we will discuss further during the committee reports. The need to prioritize and focus on training at all levels will be a significant part of many topics today.

Matt received a call earlier in the day regarding the PRB's sponsorship of the upcoming ARMA conference on May 2, 2013. He asked Sandra Broady-Rudd to give an overview of ARMA and the conference. Some of the session topics include e-records, data structures, and day-to-day records management. Typically the State Archivist speaks at the conference. The local ARMA chapter provides good education for many of the state record officers.

- 4) **Election of Officers:** According to statute 15.07(2) "at its first meeting in each year, every board shall elect a chairperson, vice chairperson, and secretary..." As this was the board's first meeting this year, Matt opened the floor for nominations for each position. The results were: Secretary – Sandra Broady-Rudd, Mary Burke/Carl Buesing, all approved; Vice Chairperson – Scott Kowalski, Matt Blessing/Peter Sorce, all approved; and Chair - Matt Blessing, Carl Buesing/Mary Burke, all approved.

## 5) Committee Reports:

- a) **Records Management Committee:** Bryan Naab said the committee report would have two main outcomes: submission by the committee of the quarterly index for approval and a discussion of recent RDA submissions. Bryan asked Mary Burke to discuss the recent RDA submissions. Mary outlined DOJ's history on the board especially the last couple years. The main topics that need to be addressed are: the level of scrutiny a submission should receive based on its origin of state agency, UW campus, or municipal entity; what the committee's main function is; and the general quality overall of the submissions to be reviewed. The overall quality issues of some recent submissions have led to an inability to understand exactly what is being scheduled and excessive follow-up time required by the committee and support staff. She also noted how helpful it is to have Record Officers attend the committee meeting and encouraged them to do so especially if they have submissions on the index. Mary noted that many of these issues could probably be resolved by increased training opportunities as noted earlier.

There was an in-depth discussion of the Personally Identifiable Information (PII) and Confidential/Limited Access citation requirements on the various submissions. The discussion included the statutory and past reporting requirements of the confidential status of records. Several Record Officers present added to the discussion regarding current usage of these pieces of information at the agency level, including the effect on daily records management, and find the confidential status information useful. Helmut Knies described how the accuracy of the legal citations provided aide in the management of records which are transferred to the Historical Society. Bryan asked what the board's role and potential repercussions could be regarding the review and accuracy of these citations. Everyone agrees that each agency has the primary responsibility for ensuring the accuracy of all PII and Confidential citations.

The overall consensus is that consistent on-going training needs to be a primary focus of the new Executive Secretary and Program and Policy Analyst.

Bryan then reviewed the current quarter's submissions as listed on the Record Series Index. He explained that the notations in bold were changes made after the initial review and subsequent follow-up was complete. He noted that Kathryn Egeland coordinates the follow-up and communicates with the submitting parties and the committee members making sure any changes before the final submissions are presented for approval to the board are reviewed by each committee member.

Bryan specifically discussed the Risk Management GS that was submitted this quarter and is included on the current index seeking approval today. This is a statewide GS and will be on the PRB website after the index is approved today. He briefly explained the main topic and the intent for everyone's benefit. Bryan addressed specifically why the first RDA has an event of 'superseded or when no

longer needed.' Typically, the committee will ask an agency to be more specific in their submissions, but due to the statewide usage of the GS such specificity is not practical. Therefore, the committee chose to accept this event on a singular occasion. The entire committee thanked and congratulated the efforts of the work group members that drafted this GS as did the rest of the board. They also appreciated the attendance of many work group members at the committee meeting.

Bryan then submitted the index for approval, Mary seconded the motion, all approved. The Risk Management GS will be posted on the PRB website and an announcement letter will go out from the board Chair as usual.

**b) Records Resource Management Committee:** Sandra said she has been working with the virtual intern the committee was assigned from San Jose State University to draft a document on web records guidance. The intern graduates in May so the committee hopes to have a draft completed and ready to present for review fairly quickly.

**c) Records Officer Council:** Kathryn reported that several work groups are currently working on updating or creating new general schedules. They include Risk Management, which was just approved, Fleet, Purchasing and Procurement, Legal, and IT. Again, she reiterated the needed focus of training once the new Executive Secretary and Analyst positions are filled.

## **6) Other Business**

**a) Disposition and Destruction of Non-Permanent Records:** Matt asked Mary to discuss an interesting question that she received from Ana Aquino-Perez with DOT. DOT was asked by a newspaper to be given records on a specific project after their retention had been met. There was a brief discussion for the benefit of everyone in attendance that focused on the statutes governing the Public Records Board responsibilities. Per the statutes in chapter 16 records 'shall be and remain the property of the state' and the only legal dispositions provided are 'destruction' or 'transferring to an archival repository'. This led to everyone agreeing that the records in question, and records in general, cannot be given to an outside entity but must be managed as per the approved RDA. Many record officers present noted that the records could be requested using open records procedures throughout their active life.

**b) & c) Archive-It Overview & WHS Digital Repository Planning Updates:** Matt introduced Helmut Knies from the Historical Society. Helmut is a collection development archivist and librarian. He is tasked with supervision of the acquisition of state and local government records and is very involved in e-records management at the Historical Society. Helmut noted that Admin Rule 12 clearly states that 'electronic' is a record format and should be retained accordingly.

He discussed the challenges and solutions long-term archival preservation of e-records presents and how this is being addressed at the Historical Society. The Historical Society accepts records in their native format from state agencies and local government units. For several years Wisconsin has been involved in the PeDALS project, Persistent Digital Archive Library System. Unfortunately most of the projects funding no longer exists due to the recent recession, but the states

working together are continuing under the same guiding principles. Additionally, the Historical Society subscribes to Archive-It so they can capture and preserve websites. The program can be set to capture a website as frequently and as detailed as needed. Some websites, during elections for example, come and go quickly and can change daily, but a small county website may only change once a year.

Helmut noted that the Historical Society is nowhere close to the capability it would like to be in terms of receiving and maintaining e-records, but the reality is proper funding to bring everything current is not available. On a positive note, Wisconsin has not been as severely affected by the recession and budget cuts as many of its counterparts have nationally.

Bryan inquired as to the status of the PRB statutory responsibility document Harold Coltharp distributed last November. Matt noted that the policy committee will be looking at it closely once they are re-established.

Meeting Adjourned at 3:52 PM.

Next regular meeting May 13, 2013, 1:30 – 4:00pm. Legislative Audit Bureau Conference Room, 4<sup>th</sup> Floor.